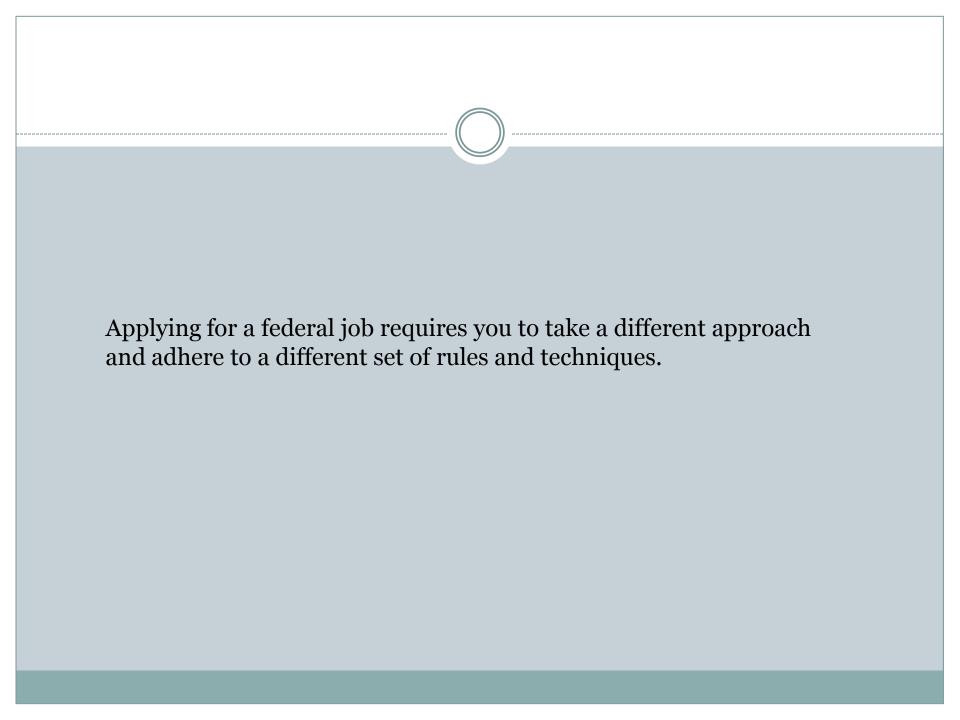
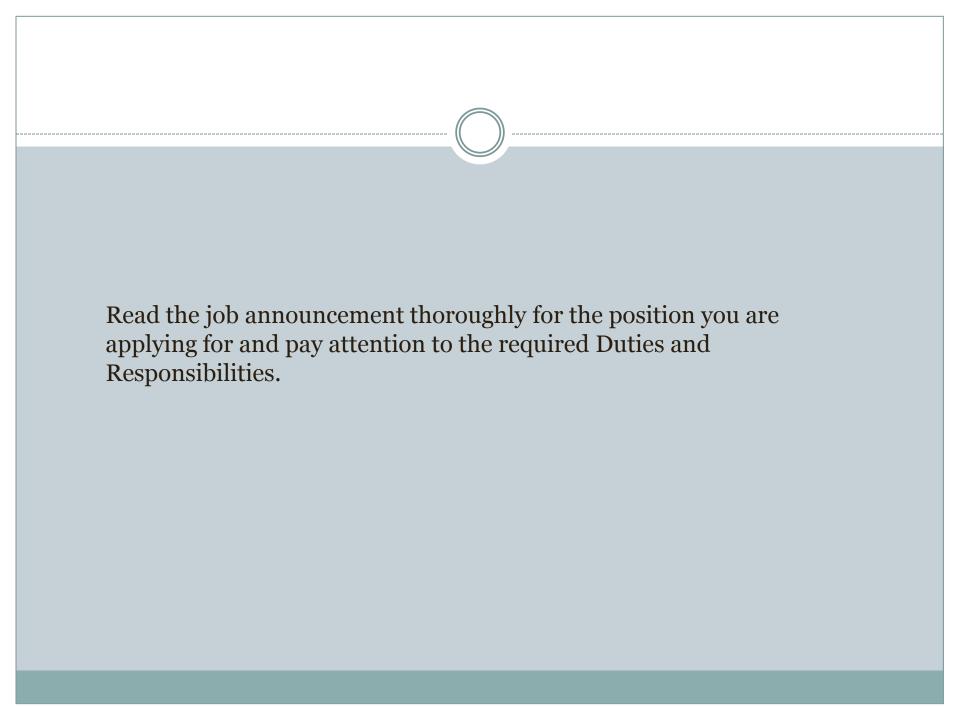


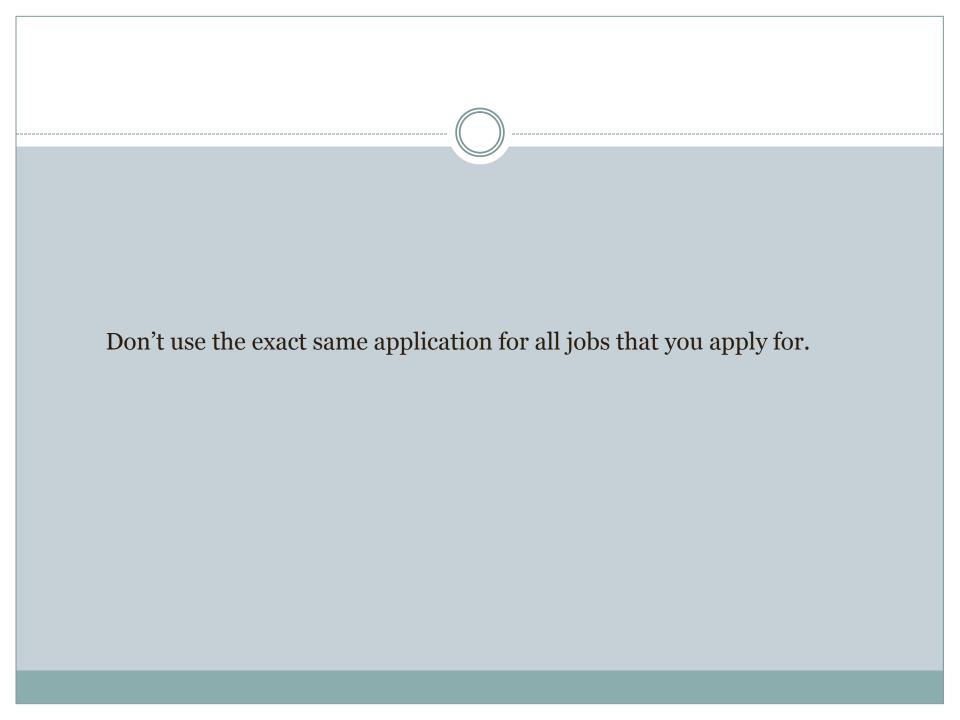
The salaries for most government jobs are based on a "General Schedule" (GS) pay scale. This civil service system has starting salaries ranging below \$20,000 to much higher.



### **Tailoring Your Resume to the Job Announcement**

The key to landing a job with Uncle Sam is to tailor your federal style resume and application to the core duties and responsibilities listed in the job announcement. Those who take the time to develop a comprehensive and properly formatted tailored application package will improve their rating and get the attention of the selecting official.







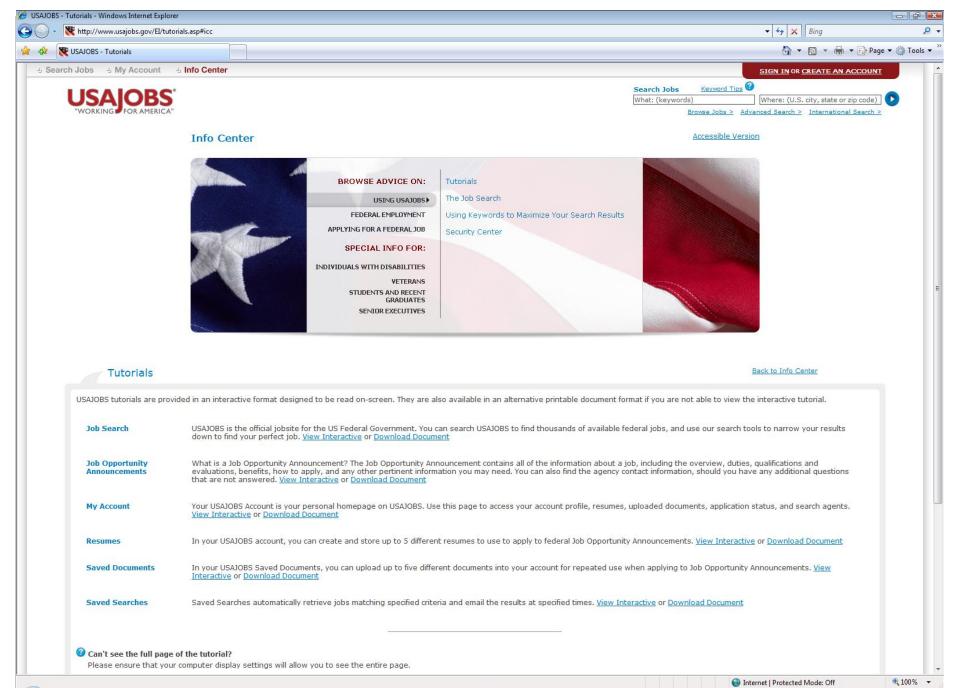
The best place to start looking for a government job is on the <u>USAJobs</u> web site.





The <u>First-Timers Start Here</u> section explains how the system works. Users can search for jobs, build a resume online and sign-up to receive job postings via email.

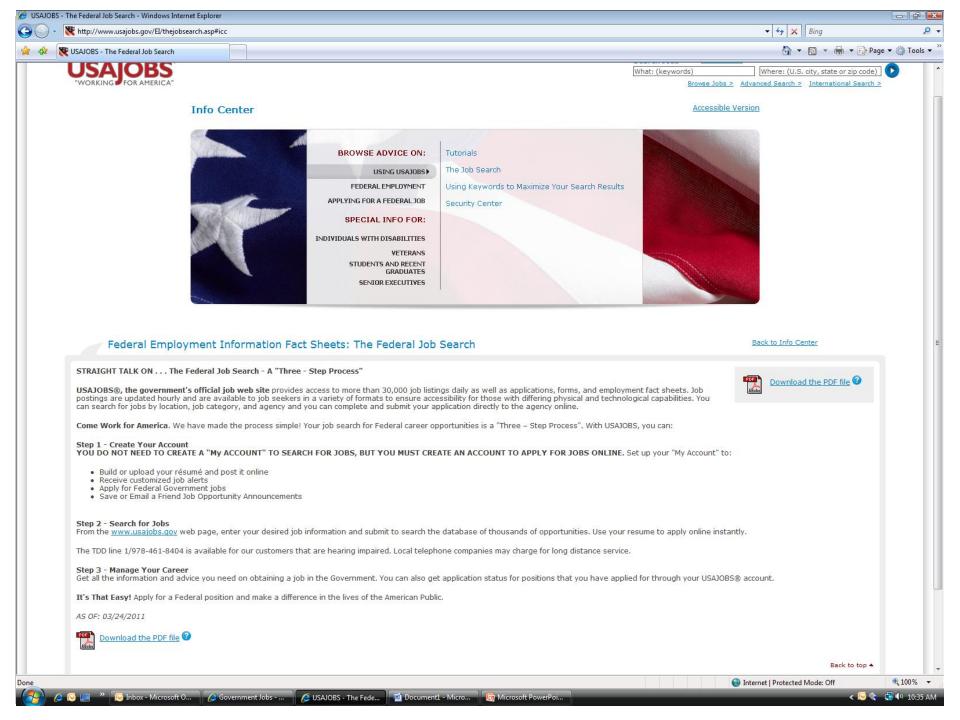




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USAJOBS - Tutorials...

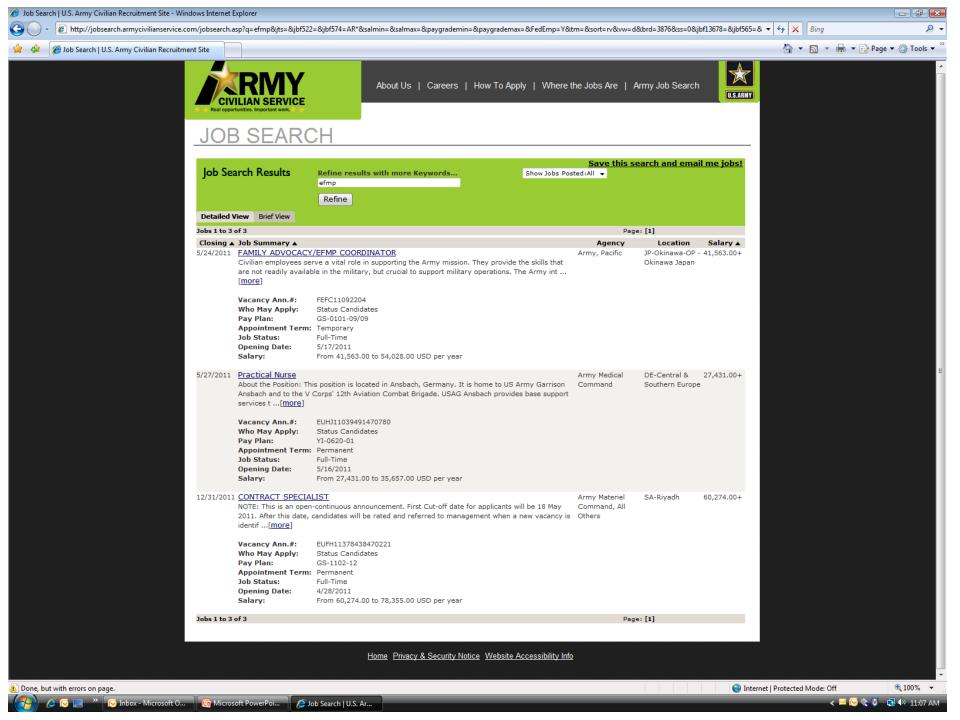
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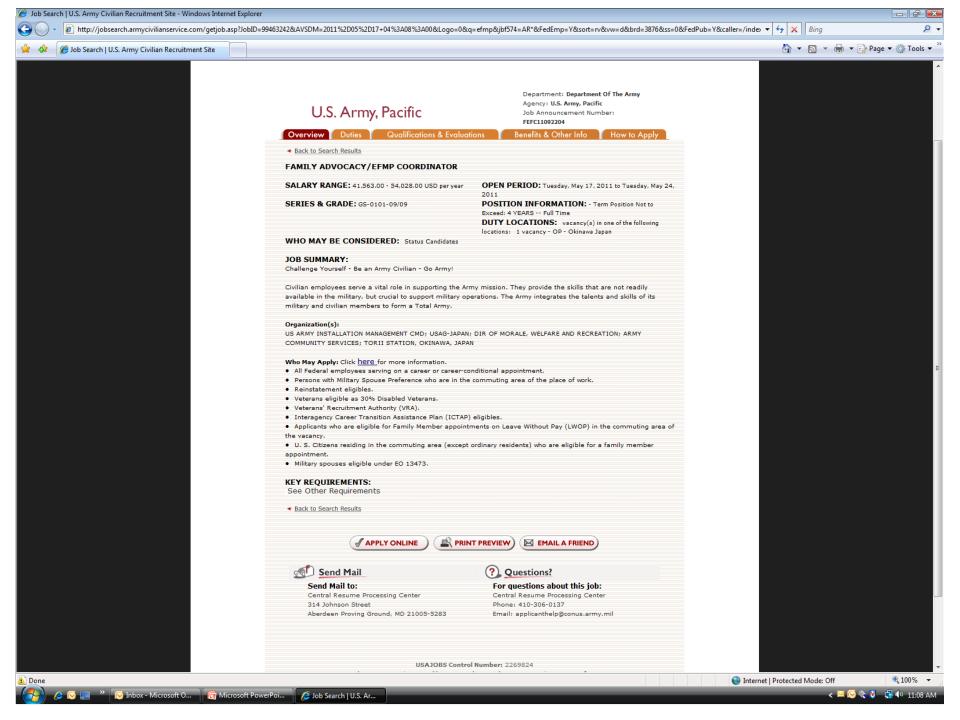


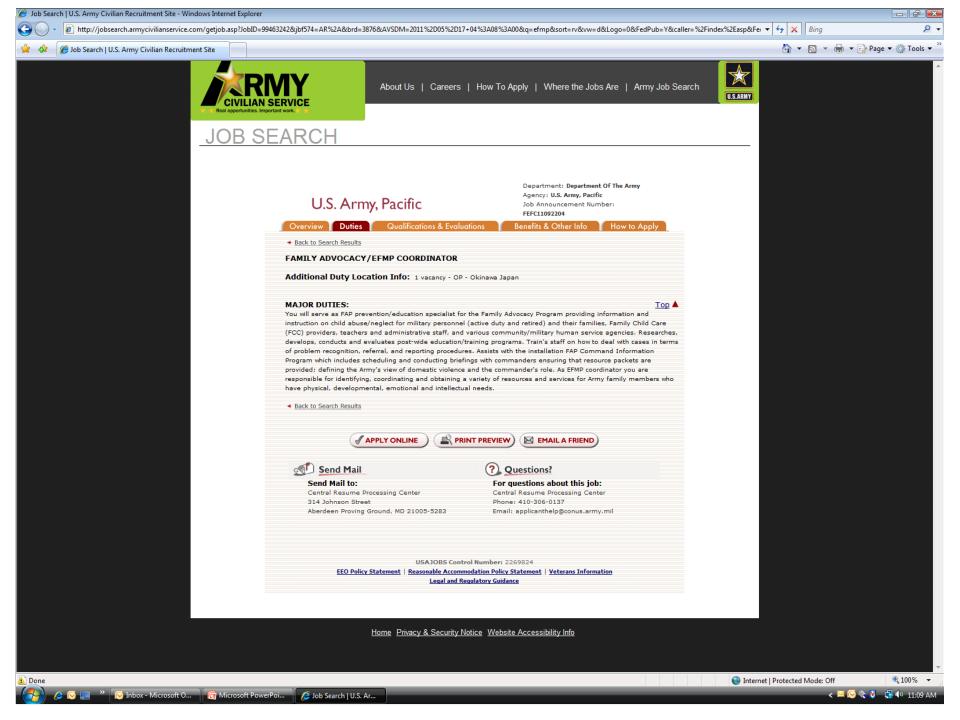
# **USAJobs Job Search Options:**

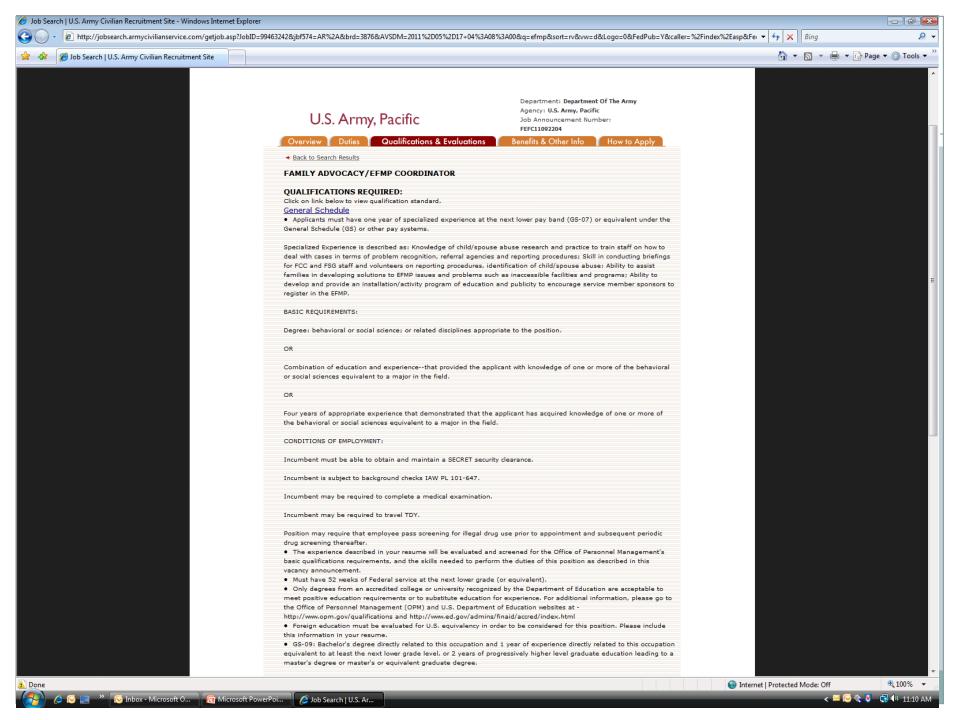
Search USAJobs by keyword, location, job category, salary range, and pay grade. Users can also search based upon eligibility for federal employment.









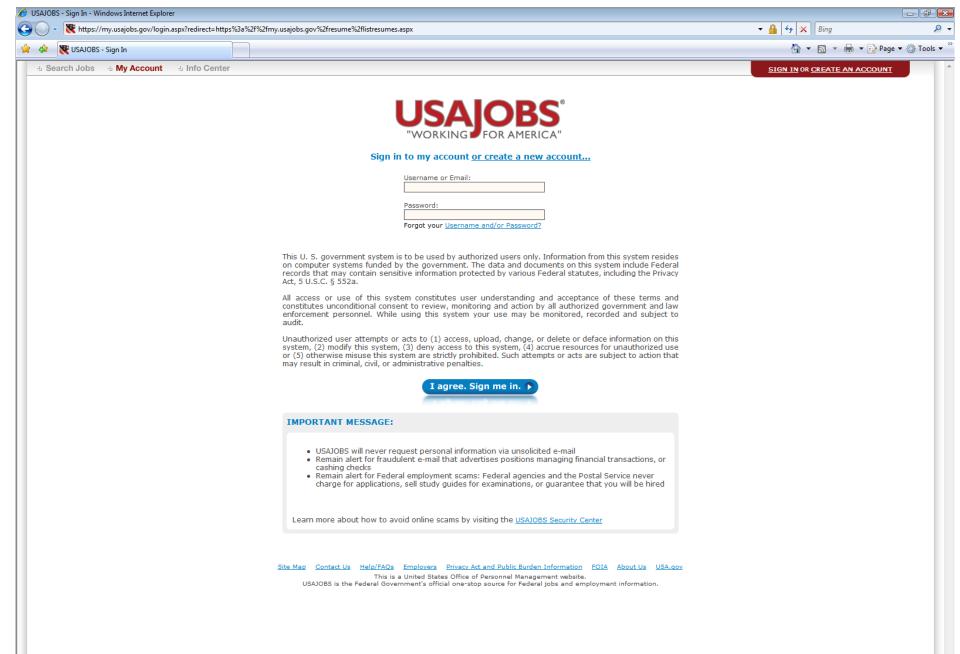


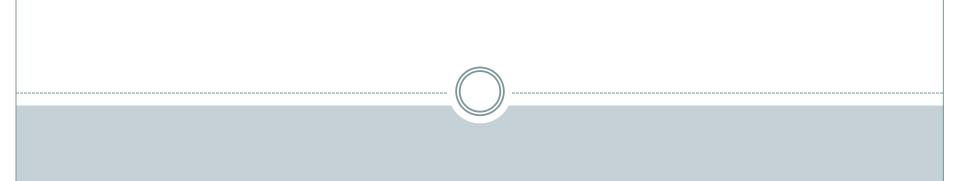


**USAJobs Resume Posting:** 

USAJobs Members can post a resume online, apply for federals jobs online, and set up search alerts. There is a resume builder that will help you create a resume.

**USAJobs Member Center** 





## **Building Your Resume On USAJOBS**

In an effort to drive the Federal hiring process toward a universal application format, the **Office of Personnel Management (OPM)** gathered together several agencies from around the government to create one resume format that would include all of the crucial data required for Federal application into one uniform resume format.



Resume and Application Tips



#### Resume

As you may have noticed if you have begun your Federal job search, agencies have varying and unique application procedures to meet their hiring needs. One application format may be acceptable for one agency and not another. In the past, this proved to be frustrating for job seekers applying to multiple positions.

#### Building Your Resume On USAJOBS

In an effort to drive the Federal hiring process toward a universal application format, the Office of Personnel Management (OPM) gathered together several agencies from around the government to create one resume format that would include all of the crucial data required for Federal application into one uniform resume format.

The product that resulted was the USAJOBS Resume Builder. The USAJOBS Resume Builder allows you to create one uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

» USAJOBS Resume Builder

#### Resume and KSA (knowledge, skills & abilities) tips:

#### Pay Attention to Keywords

Whether you're writing your first resume, updating an existing one, or answering a position's Knowledges, Skills, and Abilities (KSA's), stop and think about which keywords you need to add. You could be the most qualified person for the position, but you could be lost in a sea of applicants without the right keywords.

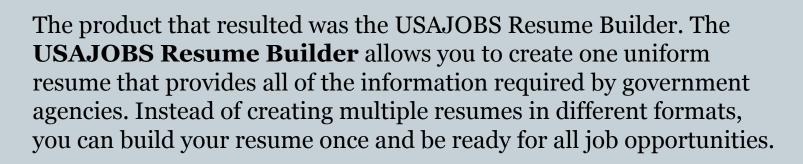
→ A Single Keyword Communicates Multiple Skills and Qualifications

When a recruiter reads the keyword "analyst," he or she might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes. Just one keyword can have tremendous power and deliver a huge message.

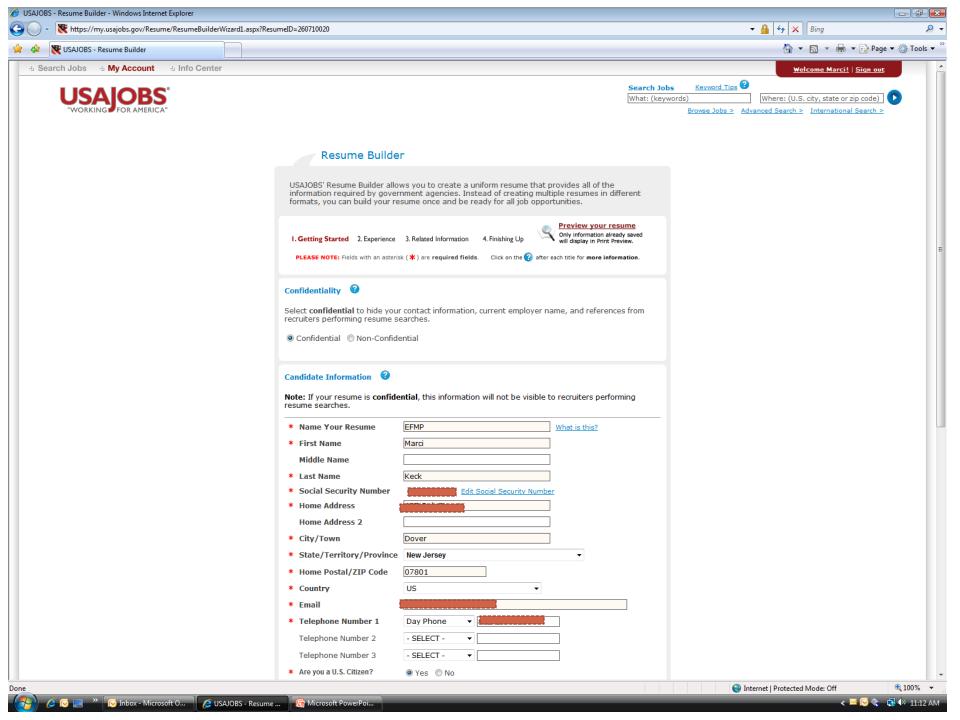
→ Study Job Announcements

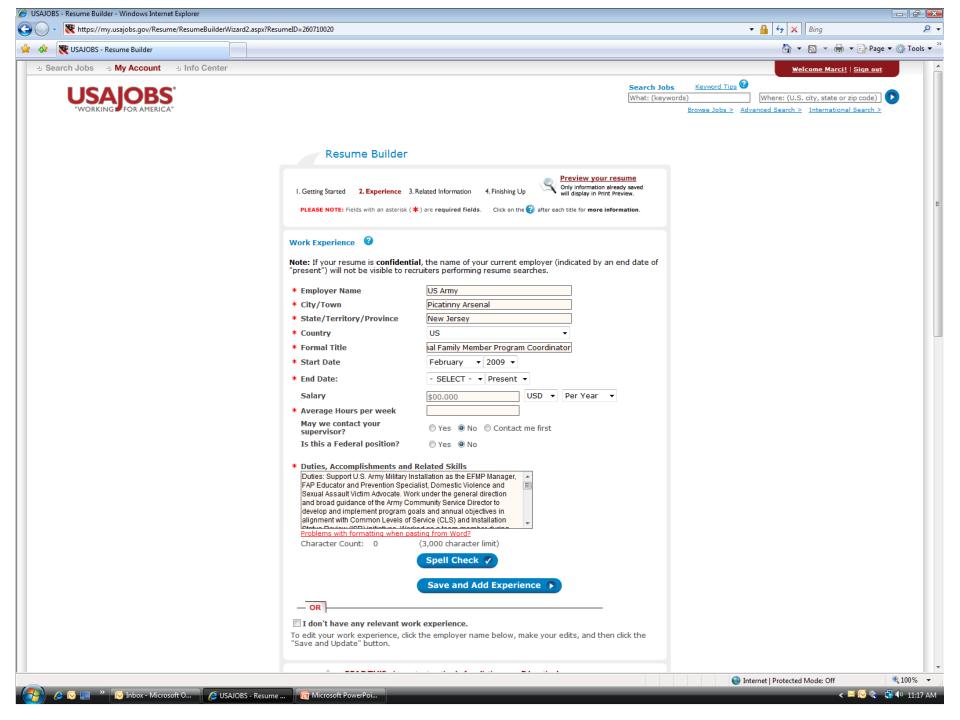
This is the best way to determine important keywords. Review several job announcements and their questions for your ideal position. The jobs don't have to be in your geographic target area. The idea is to find skills, experience, education and other credentials important in your field. You will probably find keywords frequently mentioned by different agencies. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.

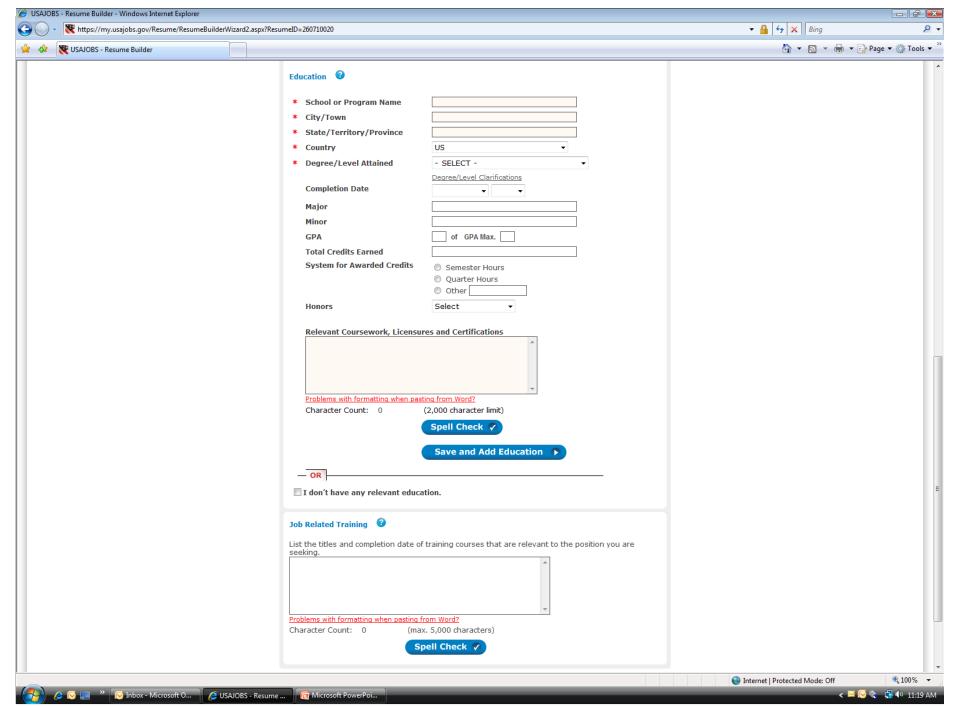
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**USAJOBS** Resume Builder







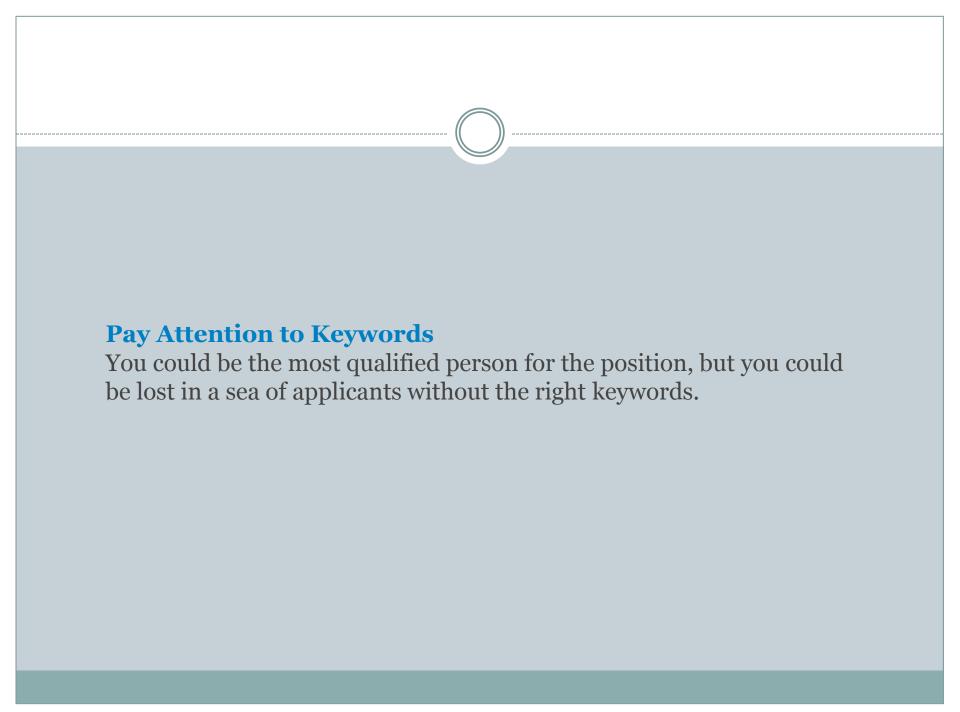
### PROFESSIONAL EXPERIENCE

U.S. Army, Picatinny Arsenal, New Jersey

10/2005 - Present

Exceptional Family Member Program Manager, Family Advocacy Prevention Specialist and Educator/Victim Advocate for Family Advocacy and Sexual Assault Programs

Support U.S. Army Military Installation as the EFMP Manager, FAP Educator and Prevention Specialist, Domestic Violence and Sexual Assault Victim Advocate. Confidential meet with clients to evaluate and assess the special needs criteria for enrollment into the EFM program. Organize and distribute DA enrollment forms for the EFM program. Utilize expert knowledge when interviewing Families and evaluating criteria. Write technical standard operating procedures with legal concurrence. Write Memorandum of Agreement and Understanding with Keller Army Community Hospital to serve as medical liaison for EFM Program. Effectively communicate with support agencies through email, fax and phone. Serve as Chairperson of the EFMP Committee on the Human Resource Council. Prepare and maintain monthly EFMP statistics and track all client information in CTS. Update the EFMP section of the DA From 3063; ACS Management Report. Develop and maintain required SOP's, MOA's and MOU's IAW regulations for various programs within ACS. Professional member of Military Child Education Coalition (MCEC) since July 2007. Prepare and maintain records IAW regulations for various programs within ACS. Serve as chair of Special Needs Accommodation Process (SNAP) Team and conduct, at a minimum, quarterly committee meetings with the assistance of the School Liaison Officer, Community Health Nurse and CDC support personnel. Prepare and maintain SNAP Committee meeting minutes IAW AR 608-75. Assess relocating Soldier's EFM housing and community support needs prior to departure. Share required service information with the gaining CONUS installation EFMP manager of OCONUS MACOM EFMP manager. Assist Families in developing solutions to individual and community EFM issues and problems and inform and advise the Garrison Commander of EFM needs and resource requirements. Maintain professional resource library with up-to-date program content. Answer NERO and IMNEPIC originated taskers in a professional and timely manner. Implemented a best practices community outreach program, Parents of Picatinny. Utilize expert knowledge to develop and write lesson plans for bi-weekly sessions that are designed for families that are deemed "at-risk". Lesson plans are designed to focus on strengthening families and different cultures. Class sessions are parent-child oriented and are designed to analyze cognitive, gross and fine motor skills, language abilities and social developmental skills of children. Meet with special need families to discuss areas of deviations and refer them to appropriate community/civilian agencies. Assist Families with special needs by meeting with the parents, evaluating their child, discussing their options, and providing recommendations for their child's education. Research community agencies and resources to develop a referral and reference guide to assist Families. Developed partnership with local ARC of Morris County and Dover, Hope House. Create and prepare original brochures and flyers using Microsoft Publisher to support programs. Utilize expert knowledge to conduct semi-annual child abuse education and prevention training for child and youth services staff members. Developed and implemented anger management training for installation employees. Serve as installation victim advocate for domestic violence and/or sexual assault victims. Interview advocates, provide intermediate services, maintain records and refer to outside agencies when necessary. Provided outreach to the Morris County Sexual Assault Center; trained 23 victim advocates throughout the County. Participate in monthly case review committee meetings with legal representative, family advocacy manager, and occupational health physician to evaluate and substantiate or unsubstantiate domestic violence cases; apply knowledge of applicable laws and regulations when evaluating cases. Independently edit marketing articles submissions of program managers for the ACS monthly newsletter. Participate in ACS staff development and in-service professional trainings across all ACS programs. Coordinate with military personnel to identify new Soldiers and families within the surrounding area to ensure their awareness about ACS services. Write after action reports to identify significant findings for sexual assault trainings and prevention classes. Collect data for monthly statistics and submit information through the client tracking system. Act as a liaison between the installation military families and the ACS office to develop specific programs and make recommendations to the ACS director to meet the needs of the community. Provided outreach to the local civilian community by training entire faculty and principal of the Dennis B. O'Brien elementary school. Training included military lifestyles, deployments, educational differences between states and cultural changes experienced by military children.



### **Study Job Announcements**

This is the best way to determine important keywords. Review several job announcements and their questions for your ideal position. The jobs don't have to be in your geographic target area. The idea is to find skills, experience, education and other credentials important in your field. You will probably find keywords frequently mentioned by different agencies. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.

### **Be Concise**

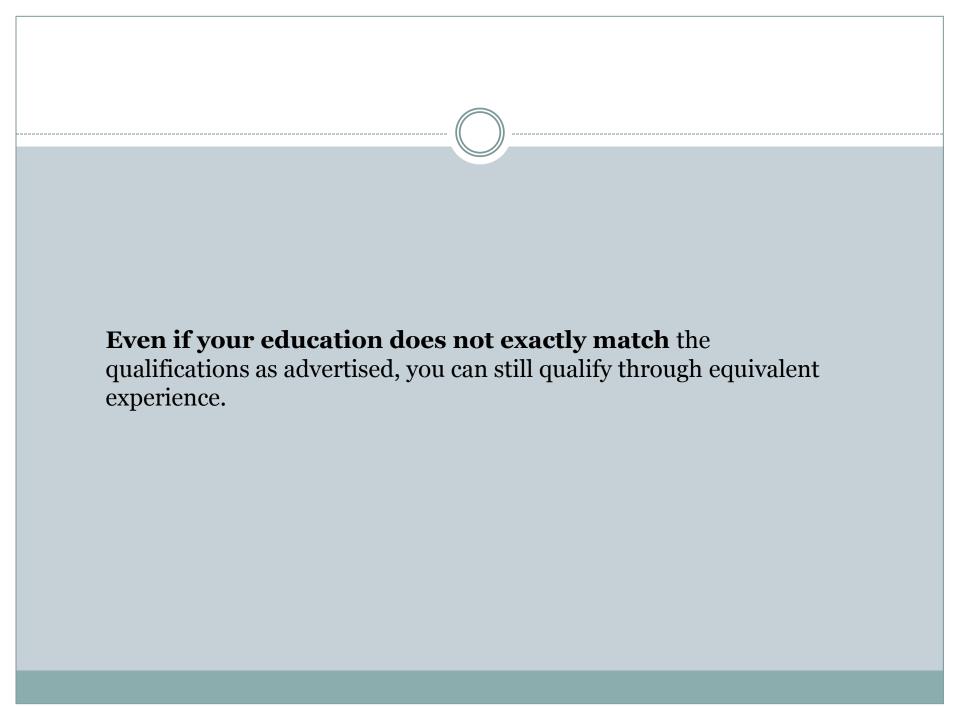
Don't confuse telling your story with creating your autobiography. Look at your resume and/or KSA's and ask yourself:

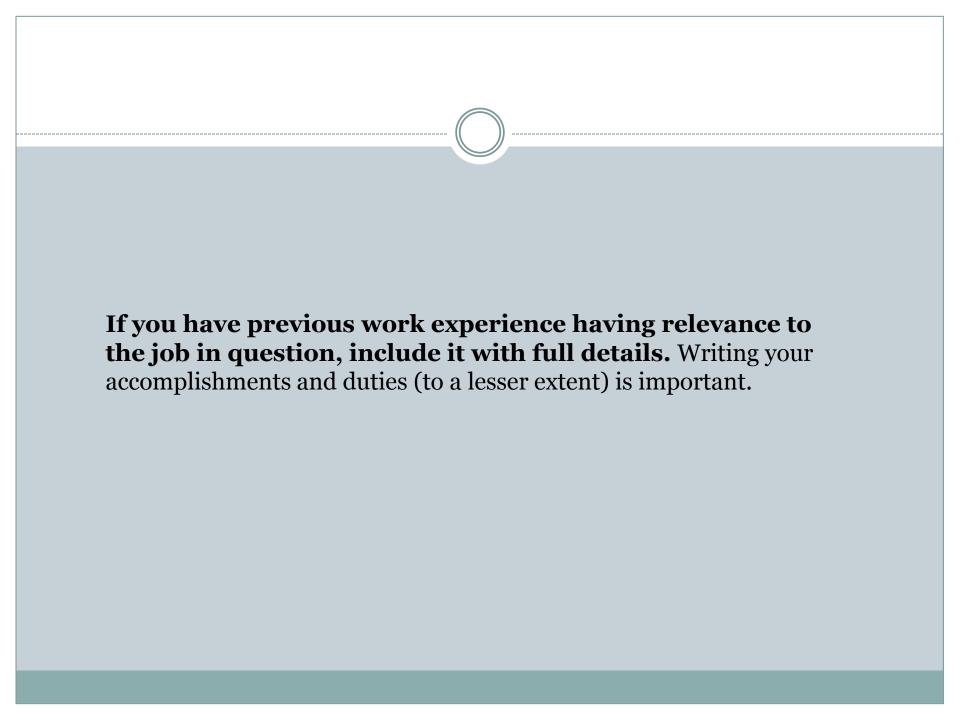
- •Can a hiring manager see my main credentials within 10 to 15 seconds?
- Does critical information jump off the page?
- •Do I effectively sell myself on the top quarter of the first page?

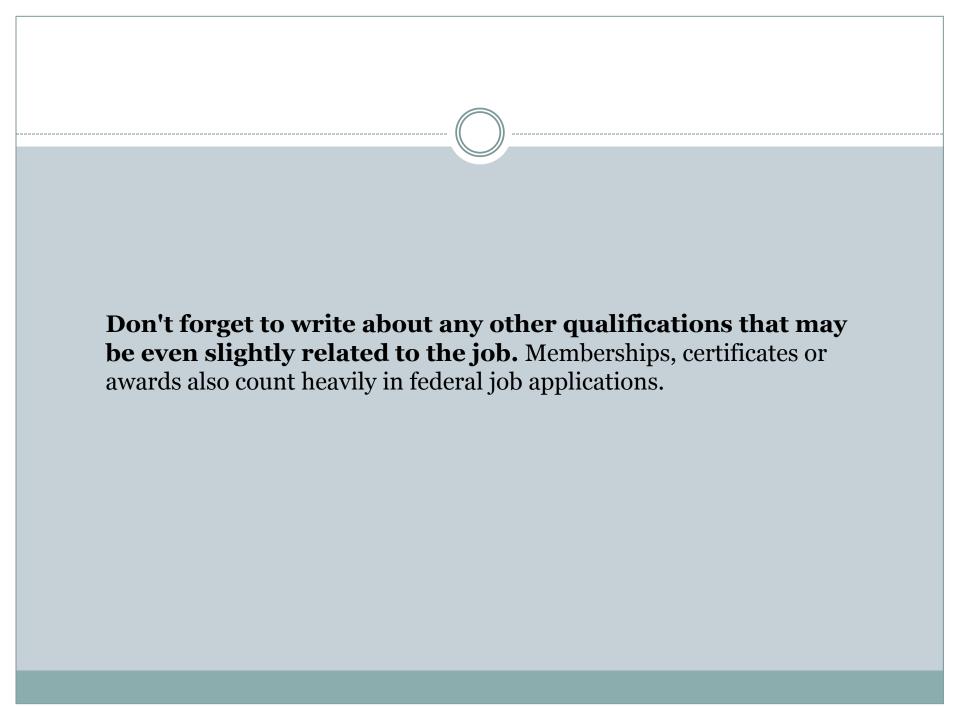
### The Sales Pitch

Your key selling points need to be prominently displayed at the top of the first page of the resume and directly address each question asked in the KSA section.

Many workers are proud of their careers and feel the information on a resume should reflect everything they've accomplished. However, a resume shouldn't contain every detail and KSA's should only address the question at hand.







### **Other Sites for Government Job Searches**

- https://federalgovernmentjobs.us/
- •http://www.armycivilianservice.com/
- •https://chart.donhr.navy.mil/index.asp

All sites will require a federal resume created on the Resume Builder System.

Marci Keck EFMP, ERP, VA, FAP Ed Army Community Service Building 119, Community Readiness & Support Center Picatinny Arsenal, NJ 07806

http://www.pica.army.mil/mwr/ACS/ERP.htm